

Ettington Parish Council

Date 9 December 2020

Item 13 Appendix 8	Youth Project Working Group
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1 Introduction

- 1.1 Ettington Parish Council took the decision to use S106 funding for a Wheeled Play Area following an extensive consultation period. Following this a tender process was undertaken and the contract awarded to Canvas Spaces. Planning permission was sought and granted;
- 1.2 There has been a considerable period of time since the initial consultation period – hence it has been agreed that a further consultation process be undertaken to ensure the decision made is still the correct one. This is being progressed by the Youth Project Group.
- 1.3 At their meeting held on 1 December it was agreed that there would be benefit in having Terms of Reference and meeting minutes.

2 Terms of Reference

Draft Terms of Reference are at Appenix a.

Action Required: To read, consider and debate the Terms of Reference and make a **resolution** in respect of their adoption – this may include amendments.

3 Minutes of the Meeting

Draft minutes are at Appendix b and form the basis of an update report.

Action Required: To read, consider and raise any questions.

Appendix a)

ETTINGTON PARISH COUNCIL

Terms of Reference Youth Project Working Group

1 Introduction

1.1 This Working Group was formed in response to a number of factors and though it has been in existence, working and advising the Council in pursuit of a specific project, it has been agreed that its existence be formalised with Terms of Reference.

1.2 The purpose of these Terms of Reference is to ensure clarity of remit and delegated powers.

2 Objective

The objective of the Working Group is to:

- Engage with the young people of the parish in respect of their needs and aspiration for leisure activities and other matters in which the Parish Council might reasonably be expected act on their behalf;
- To advise the Parish Council;
- To progress decisions made by the Parish Council in respect of Wheeled Play Area (and/or subsequent decisions made in respect of the S106 funding together with other funds as allocated by the Parish Council for this or other projects to improve the playing field for the benefit of 7-17 year olds).

3 Aims

The Objective will be achieved by focusing on the following aims:

- 3.1 To assist and help facilitate discussions with relevant and interested groups in the community to promote active involvement in achieving the objective;
- 3.2 To consult with the parishioners/sub sections of the population of Ettington and Fulready by appropriate means on matters as advised by the Council;
- 3.3 To advise the Parish Council in its decision making process in respect of funding and other decisions;
- 3.5 To seek, where necessary, external sources of funding;

4 Membership

- 4.1 The Working Group will comprise three Members of the Parish Council and will be supported and advised by the Clerk.

5 Meetings

- 5.1 The Working Group will meet on an 'as needed' basis as agreed by the Members and advised by the Clerk to the Council;
- 5.2 The Clerk will produce an agenda with input by the Members;
- 5.3 The meetings will be minuted and said minutes will form the basis for reporting to the Parish Council.
- 5.4 The Working Group will report to the Parish Council at the first available meeting after meetings of the Working Group;
- 5.5 The Working Group will elect a Chairman;
- 5.6 The Working Group will be quorate only when all 3 Members are present.

6 Roles and Responsibilities of the Working Group and its Members

- 6.1 To promote the process of achieving the objective(s) as defined by the Parish Council;
- 6.2 To observe the Policies and Codes of the Parish Council;
- 6.3 Assess existing, new and emerging evidence about the needs and aspirations of the young people of the parish;
- 6.4 To develop appropriate means of consultation which may include questionnaires, focus groups, social media etc;
- 6.5 To analyse the results of consultation and incorporate findings into robust reports on which the Parish Council can base decisions;
- 6.6 Declare any personal interests that may be perceived as being relevant to any decisions or recommendations made by the Group. This may include, for example, membership of any organisation, ownership of, or interest in land or business.
- 6.7 Ensure that there is no discrimination in the process and that it is inclusive, open and transparent;

7 Role of the Parish Council

- 7.1 To set the Objective taking account of the Working Group's advice;
- 7.2 To allocate a Youth Project Costs (administrative) budget to enable the Working Group to meet the Objective;
- 7.3 Facilitate, if required, contact with the relevant statutory bodies or parties who must be consulted from time to time;

7.4 To set the Youth Project budget.

8 Finance

8.1 Only expenditure in respect of administration (eg printing, postage etc) can be allocated by the Working Group (The Youth Project Costs budget) which in 2020-21 is £900;

8.2 The Working Group will seek permission of the Parish Council Chairman prior to incurring expenditure as defined at 8.1 which will be ratified at the first meeting of the Parish Council following the expenditure;

8.3 The Working Group will not commit to expenditure of the Youth Project budget but will develop expenditure plans in respect of the budget allocated by the Parish Council which may vary from time to time.

8.4 All grants and funding will be applied for and held by the Parish Council.

8.5 The Clerk of the Parish Council will produce budget reports as requested by Members of the Working Group;

8.6 Invoices will be made out in the name of the Parish Council which will authorise payment at their next scheduled Parish Council Meeting;

9 Application

9.1 These Terms of Reference shall apply from the date at which they are adopted by the Parish Council;

9.2 These Terms of Reference shall apply retrospectively to the date of inception of the Working Group where appropriate and feasible;

10 Dissolution of the Working Group

10.1 The Working Group shall remain in force until the Objective (as set by the Parish Council) is achieved or changed such that the requirement of the group is no longer required.

Adopted by Ettington Parish Council at their meeting held on dd/mm/yy

Appendix b)

ETTINGTON PARISH COUNCIL	
Youth Project Working Group	
1 December 2020 7.00 pm via Zoom	
Present: Cllrs Henry, Lambert and Smith	
In Attendance: S Furniss, Clerk, Cllr Hughes	
1	Apologies for Absence None Received.
2	Election of Chairman It was resolved that Cllr Smith would take the role of Chairman.
3	Future Meetings – It was resolved that a recommendation be made to the Parish Council that these meetings have the status of a Working Group. Action: The Clerk will draft Terms of Reference for comment by members of the Working Group and subsequent ratification by the Parish Council.

4	<p>Finance – Appendix 1 It was resolved that the Clerk will amend the budget to reflect the current status of each budget line. Status to include where approval would be needed, and from who/where, for use of the funds for a project other than the Wheeled Play Area. It was further resolved that the Clerk will send a chasing email to Canvas Spaces to establish whether the WPA could still be developed for £100k.</p>
5	<p>Consultation Paperwork – Appendix 2. It was resolved that Appendix 2 be amended to remove reference to Key Stage 2 and that, if the WPA is not the chosen preference that further consultation will be necessary. Action: the Clerk to amend Appendix 2 as detailed and circulate for confirmation.</p>
6	<p>Flyer – Appendix 3 It was resolved that a number of changes will be made to the flyer to make it less wordy. Action: The Clerk to amend Appendix 3 as agreed and circulate for confirmation.</p>
7	<p>Alternative Means of Consultation (should Covid 19 restrictions continue to impact on ability to have a ‘live’ consultation). It was resolved that no other form of consultation is currently suitable but this will be reviewed at the first meeting following 31 March 2021.</p>
8	<p>Any Other Business</p> <ul style="list-style-type: none"> a) Update on Website: It was resolved that the Clerk will produce an update for consideration prior to publication. b) Consultation Images: It was resolved that the Clerk will circulate images for approval (those previously distributed and supplemented by Cllr Henry (refer to 8c)) c) Costings: Cllr Henry has circulated some costings and explained that it is not necessarily easy to obtain these without a specification. d) Staffing of consultations: It was resolved that, in the interests of balance and transparency, staffing should be representative of both ‘for’ and ‘against’ WPA with additional staffing being sought from the Parish Council, though individual views should not be expressed at the events. e) Security of Ballot: Future agenda item.
9	<p>Date of Next Meeting To be agreed.</p>